



INDEPENDENT SCHOOL DISTRICT 719
4540 Tower Street SE
Prior Lake, Minnesota 55372

Organizational School Board Meeting Minutes
of the Board of Education

The organizational meeting of the Board of Education of Independent School District 719 was called to order by Temporary Acting Chair Crosby in the board room at the District Services Center on January 8, 2024 at 5:35 p.m.

Acting Chair Crosby led the board and those present in the Pledge of Allegiance.

Board Members Present: Lisa Atkinson, Julie Bernick, Amy Bullyan, Amy Crosby, Mary Frantz, Jessica Olstad, Enrique Velázquez

Board Members Absent: None

Administration Present: Superintendent Thomas, Executive Director of Administrative Services Herman, Executive Director of Academic Services Edwards, Executive Director of Business Services Fredrickson

A motion was made by Enrique Velázquez, seconded by Amy Bullyan, to approve the agenda.
Motion carried: 7 – 0

Acting Chair Crosby called for nominations for the office of School Board Chair for 2024 the standard three times.

Member Velázquez nominated Mary Frantz. A second was not required.

Member Atkinson nominated Amy Crosby. Crosby declined the nomination.

Member Atkinson nominated Julie Bernick. Bernick declined the nomination.

There were no further nominations. At this point nominations were closed.

Member Frantz was declared elected by acclamation and the clerk was directed to record in the minutes.

Newly Elected Chair Frantz called for nominations for the office of School Board Vice-Chair/Clerk for 2024 the standard three times.

Member Crosby nominated Amy Bullyan. A second was not required.

Member Atkinson nominated herself. A second was not required.

There were no further nominations. At this point nominations were closed.

Voting in favor of Bullyan: Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez Voting against: Atkinson

Voting in favor of Atkinson: Atkinson Voting against: Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez

Member Bullyan received the most votes and was declared the Board Vice-Chair/Clerk for 2024 and the clerk was directed to record in the minutes.

Chair Frantz called for nominations for the office of School Board Treasurer for 2024 the standard three times.

Member Atkinson nominated herself. A second was not required.

Member Olstad nominated Julie Bernick. A second was not required.

There were no further nominations. At this point nominations were closed.

Voting in favor of Atkinson: Atkinson, Velázquez Voting against: Bernick, Bullyan, Crosby, Frantz, Olstad

Voting in favor of Bernick: Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez Voting against: Atkinson

Member Bernick received the most votes and was declared the Board Treasurer for 2024 and the clerk was directed to record in the minutes.

A motion was made by Jessica Olstad, seconded by Amy Crosby, to take a short recess so that officers could take their respective seats at the dais.

Motion carried: 7 – 0

The board recessed at 5:50 p.m.

Meeting resumed at 5:53 p.m.

A motion was made by Amy Crosby, seconded by Jessica Olstad, to approve the following consent agenda items, as presented:

- a. Named Old National Bank and PMA Financial Network as depositories for school district funds.
- b. Designated the "Prior Lake American" of Prior Lake, Minnesota and the "Savage Pacer" of Savage, Minnesota as the official school district legal newspapers.
- c. Named the firm of Ehlers & Associates as the school district fiscal consultant.
- d. *Named the law firms of Knutson, Flynn, & Deans, Ratwik, Roszak & Maloney P.A., Squires, Waldspurger & Mace, P.A., and Dorsey & Whitney LLP, as the school district legal counsel.*
- e. Named the auditing firm of MMKR Certified Public Accountants as the school district auditing firm.
- f. Named Tammy Fredrickson, Executive Director of Business Services, to perform the clerical duties of the Board Clerk pursuant to Minnesota Statute 123B.14 and shall be named Assistant Board Clerk.
- g. Authorized Dr. Michael Thomas, Superintendent of Schools, and Tammy Fredrickson, Executive Director of Business Services, to lease, purchase and contract for goods and services within the budget as approved by the board, provided that any transaction in an amount exceeding the minimum amount for which bids are required, must first be authorized by the board and must fulfill other applicable requirements pursuant to Minnesota Statutes governing municipal contracting and that informal quotation be required, when possible, for all purchases exceeding \$25,000.
- h. Designated Michelle Cuka as the school district's Special Education Director, Jennie Zumbusch as the school district's Federal Programs Coordinator, Dan Edwards as District LEA (ESEA Programs), and Emily Herman as Data Practices Compliance Officer.
- i. Delegated Tammy Fredrickson, Executive Director of Business Services, the authority to make electronic transfers and in addition, the appropriate documentation, including written confirmation from the financial institution and proper request and approval form for the transfer, shall be retained by the Executive Director of Business Services.
- j. Directed the administration to publish the "Annual Notification of Rights, Protection and Privacy of Student Records" in the official newspapers of the district.
- k. Designated Dr. Michael Thomas to act as at the Identified Official with Authority (IOwA) for Prior Lake-Savage Area Schools 0719-01. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for our local education agency (LEA).

Director Atkinson requested item d (law firms) to be removed from the consent agenda and moved to the end of the agenda.

Motion carried: 7 - 0

Board members discussed board compensation for 2024.

A motion was made by Julie Bernick, seconded by Enrique Velázquez, to approve the annual school board member compensation at no increase as was recommended by Board Chair Frantz. Compensation will stand at \$6,000 per year, plus \$20 per meeting for official standing committee assignments, district wide committee assignments, and external committees and agency representatives (unless compensated by agency), as appointed by the chair with the exception of certified negotiator, which will be compensated at \$50 per meeting. The board chair will receive an additional \$500, the board vice-chair/clerk will receive an additional \$300 and the board treasurer will receive an additional \$300 for service during the year. School board member compensation shall be paid semi-annually at the request of the individual member. Committee meeting reimbursement shall be paid once at the completion of the year of service.

Motion carried: 7 - 0

Board members were assigned committee membership by the board chair per board policy using a process based on preferences, talent, time, skill set and tenure on the board.

A motion was made by Lisa Atkinson, seconded by Amy Bullyan, to approve the following board committee assignments for 2024:

2024 School Board Committees

Board Committees: Duties of Board Member		
Executive Committee	<ul style="list-style-type: none"> ▪ Previews all human resources issues, including contracts. ▪ Previews all legal issues. ▪ Builds and monitors the working relationship of the board and superintendent, addressing relationship issues as they occur, including routine matters related to the superintendent's contract and employment; and issues or concerns regarding the superintendent's conditions of employment, and communication with the board regarding same. ▪ Develops procedures and an evaluation instrument for the superintendent's evaluation. ▪ Coordinates board self-evaluation procedures, instruments and training. ▪ Orients new board members, and identifies training and educational opportunities for board members to become better informed about school board governance issues. ▪ Develops guidelines for effective communication of board committee work to the board, district administration, and public. ▪ Assists with strategic and long-term plans and goals that are consistent with the district mission. ▪ Performs other duties assigned to the committee by the board. ▪ Proposes annual comprehensive legislative platform, per input from committees, to the board. 	<p>Board Chair: Mary Frantz (Committee Chair)</p> <p>Board Vice-Chair/Clerk: Amy Bullyan</p> <p>Board Treasurer: Julie Bernick</p>
Finance Advisory Committee	<ul style="list-style-type: none"> ▪ Collaborate with the district's business services director and superintendent in reviewing and providing feedback to the district on financial issues. ▪ This committee deals with matters pertaining to the school system's budget development and related recommendations to the board. 	<p>1. Board Treasurer: Julie Bernick</p> <p>2. Amy Crosby</p>
Teaching and Learning Advisory Committee	<ul style="list-style-type: none"> ▪ Collaborate with the district's teaching and learning director and superintendent to coordinate and advance district instructional programs. ▪ Makes recommendations to the board on matters relating to teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts. 	<p>1. Jessica Olstad</p> <p>2. Lisa Atkinson</p>

Policy Advisory Committee	<ul style="list-style-type: none"> Reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law and legal decisions, as well as district social and educational issues. Board policies act as guidelines for the internal procedures of the district. Stays abreast of local, state and federal laws and regulations to determine and apply implications for district policy development and revisions. Works closely with the appropriate staff to draft new or refine current policies, processes and protocols that are then brought to the board for formal action. All district policies should be reviewed over a three year period (Policy 208). 	1. Amy Bullyan 2. Enrique Velázquez
District-Wide Advisory Council Representatives		
Minnesota Center for Advanced Professional Studies (MNCAPS)		1. Amy Crosby
Community Education Services Advisory Council (CES)		1. Lisa Atkinson
Early Childhood Family Education Advisory Council (ECFE)		1. Amy Bullyan
Special Education Advisory Council (SEAC)		1. Enrique Velázquez
Educational Equity & Excellence Advisory Council		1. Jessica Olstad
External Agency and Association Representatives		
SW Metro Intermediate District		1. Enrique Velázquez
Metro ECSU (Educational Cooperative Service Unit)		1. Lisa Atkinson
MSHSL (Minnesota State High School League) and 3AA Rep.		1. Jessica Olstad
SCALE (Scott County Area Leaders for Efficiency)		1. Amy Crosby
Association of Metropolitan School Districts (AMSD)		1. Board Chair Mary Frantz
Strategic Plan Core Team		1. Board Chair: Mary Frantz 2. Board Vice-Chair/Clerk: Amy Bullyan 3. Board Treasurer: Julie Bernick

After board discussion, a motion was made to approve the assigned committees as presented:

Voting in favor: Bernick, Bullyan, Crosby, Frantz, Olstad, Velázquez

Voting against: Atkinson

Motion carried: 6 – 1

The board will hold one regular meeting and one study session per month with both meetings being open to the public. Additional board study sessions and in-services will be scheduled as needed.

Board Chair Frantz presented naming of the law firms as our school district legal counsel that was removed from the consent agenda earlier in the meeting.

A motion was made by Jessica Olstad, seconded by Lisa Atkinson, to approve the law firms of Knutson, Flynn, & Deans, Ratwik, Roszak & Maloney P.A., Squires, Waldspurger & Mace, P.A., and Dorsey & Whitney LLP, as the school district legal counsel.

Motion carried: 7 – 0

A motion was made by Amy Crosby, seconded by Lisa Atkinson, to adjourn.

Motion carried: 7 – 0

The meeting adjourned at 6:15 p.m.

Amy Bullyan, Vice-Chair/Clerk
Independent School District 719
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Prior Lake, MN 55372

AB/mw